

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 57-01

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Subject:

DATE: 05/04/93

Sunset Review:

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**CLASS PARTIES AND PICNICS**

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1. PURPOSE. This directive promulgates the Federal Law Enforcement Training Center (FLETC) policies and assigns responsibilities regarding class parties/picnics.
2. SCOPE. This directive applies to FLETC staff, Participating Organization (PO) personnel, and/or class representatives conducting class parties/picnics at Glynco, GA. Policies and procedures for the Artesia, NM, and Tucson, AZ, facilities are provided in an Office of Artesia and Tucson Operations office guide.
3. CANCELLATION. FLETC Directive (FD) 70-01.D, Graduating Class Parties/Picnics, dated June 13, 1991, is cancelled and superseded by this directive.
4. REFERENCE. FD 20-01.J, Sale, Serving and Consumption of Alcoholic Beverages.
5. POLICIES.
  - a. Class parties/picnics are authorized for classes scheduled for a period of 2 or more weeks.
  - b. Upon request, the Dining Hall Contractor will provide picnic food in lieu of a meal for one approved picnic per class. Picnic food consists of fried chicken and trimmings; however, baked chicken or hot dogs and hamburgers may be substituted. Uncooked hot dogs and hamburgers are available if the class planning a picnic wants to do their own cooking; however, uncooked chicken cannot be provided.
  - c. Class parties/picnics are prohibited in the Keifer/Command Circle, dormitory, and townhouse areas (excluding the gazebo area).
  - d. The following on-site locations may be reserved for class parties/picnics:
    - (1) The Student Center ballroom, Building 260;

- (2) the FLETC barbecue area adjacent to the softball field;
- (3) the FLETC picnic facility by the pond area;
- (4) the outdoor swimming pool (Note: Pool regulations apply -- no glass containers allowed and students are responsible for providing a certified lifeguard for class parties that extend beyond regular pool hours.);
- (5) the FLETC softball fields (2-hour limitation); and
- (6) the GAZEBOS.

e. Athletic and recreation kits are available for class parties/picnics from the Physical Techniques Division (PTD) equipment issue room in Building 252.

f. Classes may elect to take their party/picnic items to an off-Center location. Transportation and other details are the sole responsibility of the class members. FLETC transportation is not authorized.

g. Class members must remember that the legal age for alcoholic beverage consumption in Georgia is 21. Any person in attendance at a class party/picnic who is not at least 21 years of age may NOT consume any alcoholic beverage.

## 6. RESPONSIBILITIES.

a. The Recreation Specialist will:

(1) Reserve the appropriate on-Center facility (When reserving the Student Center ballroom in Building 260, the reservation must be coordinated with the Student Center Manager);

(2) approve the completed form FTC-PTD-6 if all requirements have been met and provide a copy to the Class Representative;

(3) provide athletic and recreation kits from the PTD equipment issue room in Building 252; and

(4) provide a list of persons who are qualified lifeguards and assist the Class Representative in obtaining a lifeguard for the party/picnic if the outdoor pool is the location for the event.

b. The Class Representative will:

(1) obtain approval for the party/picnic when supplies are furnished by the FLETC. This will include initiating the Class Party Request form, FTC-PTD-6 (Attachment 1), obtaining the approval of the Program Manager, Program Specialist, or class Coordinator as appropriate, and submitting the approved request to the Recreation Specialist for final approval;

(2) deliver the approved and dated form FTC-PTD-6 to the Dining Hall Manager, Building 75, at least 4 days prior to the event;

(3) arrange for the pickup of party/picnic provisions from the Dining Hall;

(4) ensure that class members clean up party/picnic areas following all outdoor parties/picnics or bear responsibility for the cost of any additional clean-up which becomes necessary if the class fails to do a proper job;

(5) ensure that class members assume responsibility for cost of repairs for damage to structures and/or grounds at the party and picnic site;

(6) ensure that class members return athletic and recreation equipment provided by the Recreation Specialist to the PTD Equipment Issue Room in Building 252 and/or bear the cost of replacing lost or broken Athletic/Recreation Kit items.

7. PROCEDURES. Procedural guidance is provided on form FTC-PTD-6.

8. SUPPLY OF FORMS. Form FTC-PTD-6 may be obtained from the Recreation Specialist or from the Educational Aides' Office, Building 262, Room T-15.

9. OFFICE OF PRIMARY INTEREST. Physical Techniques Division, Office of Special Training.

Charles F. Rinkevich  
Director

Attachment (available from PTD)